

Vacancy Announcement
Department of Justice - United States Attorney's Office
District of Maryland

TITLE, SERIES, GRADE: Legal Assistant (OA), GS-986-5/6/7

SALARY RANGE: GS-5 \$29,604 per year - \$38,487 per year; GS-6 \$33,000 per year - \$42,898 per year; GS-7 \$36,671 per year - \$47,669 per year (Includes 2006 locality pay adjustment)

WORK SCHEDULE: Full-Time

PROMOTION POTENTIAL: GS-7

VACANCY ANNOUNCEMENT NUMBER: 06-MD-02

OPENING DATE: 01/13/06

CLOSING DATE: 01/30/06

DUTY LOCATION(S): Baltimore, MD

NUMBER OF VACANCIES: One (1) Vacancy. This announcement may be used to fill future vacancies through 07/01/2006.

CONTACT: Tim Garrett

Phone #: (410) 209-4934

TDD #: (410) 962-4462

Send your application package to: Complete application packages may be sent via facsimile to the USAO, attention Tim Garrett, (410) 962-0122; via electronic mail to USAMD.Jobs@usdoj.gov; or via regular or express mail to: U.S. Attorney's Office, District of Maryland, 36 S. Charles Street, 4th Floor, Baltimore, MD 21201, Attn: Tim Garrett. Incomplete applications may not be considered.

Applications must be received or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems will not be considered.

WHO MAY APPLY: All U.S. Attorneys' Offices - Permanent competitive service employees in all U.S. Attorneys' Offices, including well-qualified surplus and displaced employees (CTAP) in the local commuting area. Persons eligible for non-competitive appointment under a special hiring authority may apply (See #7 of this announcement). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years or more of continuous active service may also apply.

DUTIES: Provides a variety of legal support assistance to one or more Assistant United States Attorneys (AUSA). Examines, prepares and processes a variety of technical legal documents, such as complaints, motions, orders, answers, pleadings, and subpoenas. Composes original letters that do not require legal interpretation, but do require a good working knowledge of legal procedures and specialized terminology. Provides assistance to attorneys in trial preparation such as compiling trial notebooks, assembling jury instructions, and compiling witness and exhibit lists. Coordinates with the victim/witness unit for issues related to victims' rights and services. Uses original and online legal resources to verify citations and statutory references contained in legal

documents. Receives visitors and telephone calls, determining which matters should be referred to the Assistant U.S. Attorney (AUSA). Establishes and maintains a variety of files. Performs docketing duties such as opening, updating and closing cases using the automated case tracking system. Maintains calendar of assigned active cases. Prepares travel authorizations and vouchers, and arranges travel plans for AUSAs. Provides automated litigation assistance to attorneys in trial preparation and courtroom presentations. Uses various software applications and graphics hardware such as scanners. Provides technical support e.g., enlarging charts, and photographs, duplicating tapes and videos, and marking exhibits. Skill in operating a personal computer and printer is required.

NOTE: Although position has promotion potential, any actual promotion will be contingent upon the continuing need for the higher level duties and actual performance of the incumbent. Promotion is neither guaranteed nor automatic.

PROBATIONARY PERIOD: One year probationary period may/may not be required.

TRANSIT SUBSIDY PROGRAM: The Mass Transit Administration (MTA) monthly transit subsidy may be available to those U.S. Attorney Office employees utilizing public transportation, including MTA buses, lightrail, metro, and MARC train. The monthly subsidy is the amount equal to the employee's actual commuting cost, not to exceed \$105.00.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - Applicants for the GS-5 level must have one year of specialized experience equivalent to the GS-4 level or four years of education above the high school level. Applicants for the GS-6 must have at least one year of specialized experience equivalent to the GS-5 level. Applicants for the GS-7 must have at least one year of specialized experience equivalent to the GS-6 level. Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the position to be filled.

To be qualified, you must be able to type 40 words per minute and include your typing speed on your application/ resume.

Applicants must meet all requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

2. EVALUATION METHOD - A Rating Schedule/Crediting Plan may be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

Knowledge, Skills and Abilities:

1. Knowledge of legal documents, terminology and procedures.
2. Ability to communicate orally.
3. Ability to communicate in writing.
4. Skill in the use of office automation hardware/software to produce documents.
5. Knowledge of English grammar, spelling and punctuation.

Applicants are encouraged to address their experience and/or education related to the KSAs described above. It is suggested that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY - Submit the following documents:

--Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the Office of Personnel Management (OPM) website at <http://www.usajobs.opm.gov/forms.htm>.

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only).

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERAN'S PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

6. AGENCY REQUIREMENTS AND INFORMATION -

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified you will be considered for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selected applicant will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.